

## REQUEST FOR NON-U.S. CITIZEN ACCESS

CDC employees who wish to host any non-U.S. citizen visitors, including lawful permanent residents, must submit the following access request form to Frances Wood at [fec6@cdc.gov](mailto:fec6@cdc.gov) **no later than 10 business days before their date of arrival.**

1. Individual's Full Name (official):
2. Gender:
3. Date of Birth:
4. Place of Birth (city, province, state, country):
5. Country of Citizenship:
6. Passport Type and Number:
7. Date of Passport Issue:
8. Date of Passport Expiration:
9. Type of visa and expiration date:
  - If the visitor is a Permanent Resident of the U.S., provide Permanent Resident number.
10. Visitor's Organization:
11. Visitor's Position/Title within the Organization:
12. Visitor's Organization Address:
13. Visitor's Organization Telephone Number:
14. CDC Host's Name (Must be an FTE):
  - Host's Telephone Number:
  - Host's CIO:
  - Host's Division:
  - Host's Branch:
  - Host's Supervisor:
15. Has approval for this visit been granted by the host's supervisor?  
(Yes/No)
16. Host's Campus; Building; & Room Number (also please indicate other facilities, if any, for which access is requested):
17. Escort Name (if different from the host):
18. Date(s) of Visit:
19. Purpose of Visit:

The following questions do not pertain to NCHS – however, you should still reply to them.

20. Will the individual require access to select agent laboratories (Yes / No)
21. Will the individual require laboratory access (Yes / No):
22. Will any portion of the visit include laboratory work or training?  
(Yes / No):
23. Will any portion of the visit include work or training in animal areas?  
(Yes / No)